

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Correctional Counselor Supervisor

<http://das.ct.gov/HR/JobspecNew/JobDetail.asp?FCC=5622>

Please follow the specific application filing instructions at the bottom of this page!

Open To: CT - DOC Employees Only

Location: Statewide Vacancies

Hours: 40 hours per week; shift and schedule TBD

Salary: \$77,613 - \$102,544 (Annually)
<http://www.das.state.ct.gov/HRDocs/CompPlans/NP%208%202015%2007%2001.pdf>

Closing Date: Tuesday, October 20, 2015 at 4:00 p.m.

Minimum Qualifications:

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state and federal laws, statutes, and regulations; considerable knowledge of case work methods and techniques and current correctional practices including inmate classification systems and parole practices; considerable knowledge of individual and social factors contributing to delinquency and crime; considerable knowledge of counseling principles and techniques; considerable knowledge of welfare resources; knowledge of substance abuse and current correctional treatment practices; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to plan and organize a case work program; ability to utilize computer software; supervisory ability.

Eligibility Requirement:

To apply for the position of Correctional Counselor Supervisor, candidates must have applied for and passed the Correctional Counselor Supervisor exam and be on the current certification list promulgated by the Department of Administrative Services. Current DOC employees who have previously attained permanent status in the class may also apply.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, promotion and merit employment rules. Employees should be aware that performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3 <http://www.ct.gov/doc/LIB/doc/PDF/AD/ad0203.pdf>

Application Instructions:

Applicants passing the April 2015 Correctional Counselor Supervisor exam: Must email patricia.meskers@ct.gov by Tuesday, October 20, 2015. In the email header write Correctional Counselor Supervisor April 2015 and no further correspondence is required at this time. Qualified applicants will receive an email response on Thursday, October 22, 2015 with detailed instructions for the recruitment process. Unqualified applicants will not receive a response. Late applicants will not be accepted.

Applicants who have interviewed in 2014 and wish to remain on the active promotional list for Correctional Counselor Supervisor: Must submit their two most recent performance appraisals to HRS Meskers via fax (860) 692-7615 by Tuesday, October 20, 2015. Do not send an email; simply submit the appraisals as your intent to remain in the process. An email confirming receipt of the performance appraisals will be sent on Thursday, October 22, 2015. A 2015 update will occur of your performance appraisals, discipline, attendance and the Facility Evaluation form.

All applicants completing the recruitment process will receive a letter outlining their status at the conclusion of the recruitment process.

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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